

December 2023 Newsletter



Merry Christmas

We are grateful to have you as part of the Blackburne Group family and we look forward to working with you in the new year.

We wish you, your loved ones, and your colleagues all the best for a prosperous and healthy 2024



Client Gift Expenses and their Tax Deductibility

Questions around gifts often come up when you want to celebrate special milestones in your relationships with valued customers. Or at Christmas time when you are planning events, thinking about ways to say thanks and spread some festive cheer with clients.

If you provide a gift to a client, depending on the type of gift, you may be able to claim a tax deduction. It may be completely deductible or only 50% deductible.

If the gift is in the nature of 'entertainment', such as food and wine, it will be 50% deductible. If gifts consist of food or drink, you can only claim 50% of the expense as a tax deduction.

If gift baskets or hampers contain food or drink as well as other treats, the food or drink items are 50% deductible, but the other gift items are 100% deductible.

Keep these examples handy to help determine whether gifts to clients are completely deductible or only 50% deductible:

When you claim tax and GST deductions for client gifts, you need to apportion the expense between the 100% deductible items and the 50% deductible

Client Gift	50% deductible	100% deductible
Bottle of wine or six pack of beer	✓	
Meal voucher	✓	
Basket of gourmet food	✓	
Box of chocolates/biscuits	✓	
Christmas ham	✓	
Calendar		✓
Book or gift voucher		✓
Tickets to a rugby game (but not corporate box entertaining)		✓
Movie tickets		✓
Presents (not food or drink)		✓



Provisional Tax payment

Reminders - 2P



2024 second provisional instalment income tax letters are being emailed out now for payment due date being Monday 15th January 2024.

Around the 10th of January, you will receive our generic follow up reminder email. Please ignore if you have already paid – well done!! 😊

Please be aware that we are not back in the office until the 15th of January so if you do have any queries about your tax payment/s, please contact your manager before we shut down on Friday 22nd December 2023.

If you have any tax payment queries contact Diana on extn 811



We close for the Christmas break at noon on Friday 22nd December and reopen at 8.30am on Monday 15th January 2024

If you require urgent assistance during the holiday break, phone

Mark 021 288 6662

Sonya 0273 730 910



Xero and filing GST returns

We've had an instance where an organisation's staff member employed to do the GST, and had been preparing and filing the GST through Xero for a number of years, was unexpectedly not able to file the GST. The message on Xero was. "The user account used to login to IRD is not authorised to the GST for _____. Please check the user account you are entering has permission to file for this business" We called the IRD and this staff member had full access to the GST account, but was not a nominated person for GST, this is the only thing they could see as to why it wouldn't file. We also wonder if this happened due to the recent IRD upgrade, but we (and the IRD) can't be sure. So far there has only been one instance of this, and the staff member has been able to file the GST returns for the other entities in the group.

If you have any GST filing issues from within Xero contact Diana on extn 811



Trust Documentation

Retaining original core documents for a Trust

Having all trust documents scanned and stored in the cloud is fine - but originals must be kept as well.

Not having originals is problematic, especially if there is a dispute, and if there is a need to certify a true copy of the original for AML purposes.

Most often now we are scanning and emailing trust documents to you for signing/ witnessing and return, and in most cases, you scan and email them back to us.

Please be advised, if you are not already doing so, to retain your original copies in a safe place.

Alternately, if you want us to store those for you, mail or courier them to us.

These documents include:

Trust Deeds

Deeds of Variations

Deeds of Resigning Trustees/Appointing Trustees

Deeds of Acknowledgement of Debt and Gifting

Sales by Deed

If you are unsure of what original documents to keep, give Diana, our Trust Administrator a call extn 811



The smart way to pay

If cashflow is tight and you'd like to pay your Blackburne Group invoice off over time, we have some options for you.

If you go to Blackburne Group website

www.blackburnegroup.co.nz and click on the orange

icon at the top right on the home page, this will take you into a secure online payment portal. You will need

your invoice number and then have to decide how

much you want to pay. You will have an option of

paying via credit card or debit to bank. The invoice can

be financed over periods of between 3—18 months.

You are always welcome to phone us and we can

discuss terms of repayment with you. Phone Dru on

extn 809 for further information.

BGL Staff Christmas function Redwoods, Rotorua



Get to know the Blackburne Group Team

Each newsletter we'll profile two team members.

This time we introduce you to:

Tania Harris

Tania has been an Accountant with Blackburne Group for 1.5 years. Tania has been working in accounting for the past 15 years and achieved her Bachelor of Accountancy Degree 5 years ago. In her free time Tania enjoys relaxing with a nice glass of red, walking, swimming, and catching up with her grandchildren and other family and friends.

You can contact Tania on extn 819

Nicola Braddock

Goodness me. Nicola has been at Blackburne Group for 17 years now. In that time, Nicola has gone from a fresh-faced grad student to now being one of the senior managers. The benefit of this is that Nicola has grown and progressed over all of those years. A testament to being a loyal employee and Mark and Sonya's support and encouragement in the growth of their employees.

Nicola currently works 'mum' hours as she has a 2 year old boy that she loves to chase around and take for bike rides along our beautiful lakeside. At home, Nicola has a hubby, 3 dogs and a house full of books, toys and bikes. With the lake and mountains so close, Nicola hopes she never has to leave Taupo. Nicola wishes everyone a Merry Christmas and a Happy New Year.

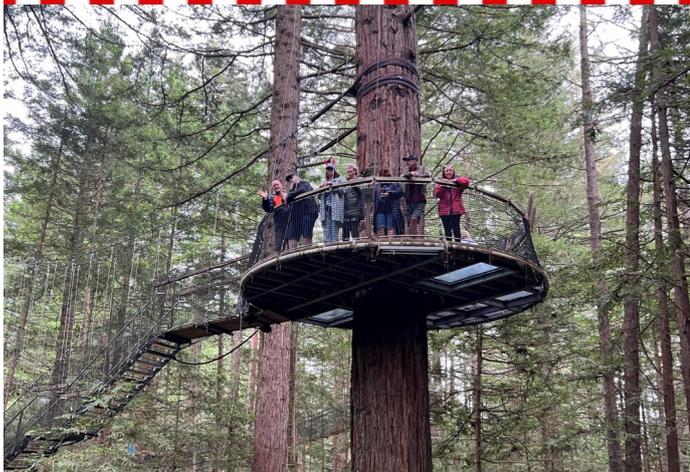
You can contact Nicola on extn 818



Tania Harris



Nicola Braddock



Prepping for an Annual Christmas closedown

If your company has an official shutdown during the Christmas holidays, here's a few things to remember:

- You must give employees at least 2 weeks' notice of the intention to close down
- Employees should take entitled annual leave to cover the closedown period where possible
- Employees can take annual leave in advance to cover the closedown, by agreement
- Employees could take leave without pay by agreement

Check early on. Over December and January, you might be processing lots of annual leave and Stat holidays. Make sure that you review everything before processing to save you the hassle of having to correct payments later on.

- Make sure employees are set up to be paid at the correct rates (AWE vs OWP, RDP vs ADP)
- Run reports to see that rates are being calculated correctly.
- Check employees' leave balances, who won't have enough entitled leave to cover the period?

Get in touch with Katya Payroll Support with any queries on extn 816



Disclaimer

This publication has been carefully prepared, but it has been written in general terms only. The publication should not be relied upon to provide specific information without also obtaining appropriate professional advice after detailed examination of your particular situation.